**Recruitment and Selection Procedures**

Recruitment and selection are critical processes in human resource management aimed at identifying, attracting, and hiring the best candidates for a position.

The procedures typically include the following steps:

1. **Job Analysis and Planning**:
   * Define the role, responsibilities, qualifications, and skills required.
   * Develop a job description and specification.
2. **Sourcing Candidates**:
   * Internal Recruitment: Identify potential candidates within the Society.
   * External Recruitment: Advertise through job portals, social media, recruitment agencies.
3. **Application and Screening**:
   * Receive applications (CVs and cover letters).
   * Screen applications to shortlist candidates based on criteria like experience and qualifications.
4. **Assessment and Testing**:
   * Conduct initial tests (aptitude, technical, or psychometric) to evaluate skills and compatibility.
   * Shortlist candidates who meet the required benchmarks.
5. **Interviews**:
   * Conduct one or more rounds of interviews (phone, virtual, or in-person) to assess interpersonal skills, experience, and cultural fit.
6. **Background Checks**:
   * Verify references, employment history, educational credentials, and other relevant details.
7. **Job Offer**:
   * Extend a formal offer, including salary, benefits, and other employment terms.
   * Allow room for negotiation if necessary.
8. **Onboarding**:
   * Facilitate the integration of the new hire into the organization with orientation and training programs.

Effective recruitment and selection ensure that the Society attracts high-quality candidates.

When recruiting for positions involving children and adults at risk, safeguarding is paramount. By embedding safeguarding into the recruitment process, the Society can protect vulnerable groups and promote a culture of safety and accountability.

The following considerations are essential to ensure the protection of these groups:

**1. Clear Safeguarding Policies:**

* Establish and communicate our safeguarding policy.
* Include safeguarding responsibilities in job descriptions and person specifications.

**2. Rigorous Background Checks:**

* Conduct thorough background checks, including criminal record checks (e.g., Vetting in Ireland, DBS checks in the UK or similar in other jurisdictions).
* Verify the candidate's identity and right to work documentation.
* Check the authenticity of qualifications and employment history.

**3. References:**

* Request detailed references from previous employers, particularly those involving work with children or adults at risk.
* Follow up with referees to confirm the information and inquire about any safeguarding concerns.

**4. Behavioural Interview Questions:**

* Include questions designed to assess attitudes toward safeguarding, ethical decision-making, and their understanding of professional boundaries.

**5. Safeguarding Training:**

* Ensure candidates are trained in safeguarding practices or are willing to undertake training promptly after hiring.

**6. Trial Periods and Monitoring:**

* Implement probationary periods to observe the candidate's behaviours and interaction with children or adults at risk.
* Establish regular supervision and feedback mechanisms.

**7. Code of Conduct:**

* Require adherence to a code of conduct outlining appropriate behaviours and reporting procedures for safeguarding concerns.

**8. Reporting Mechanisms:**

* Ensure systems are in place to report and address safeguarding concerns effectively.

By embedding safeguarding into the recruitment process, the Society can protect vulnerable groups and promote a culture of safety and accountability.

* 1. Recruitment Checklist

|  |  |  |
| --- | --- | --- |
| Contact with children and/or adults at risk | * What contact with children/adults at risk will the position involve? * Will the position involve unsupervised contact with children/adults at risk, or does it involve a position of trust? * What other forms of contact will the person have with children/adults at risk, e.g., email, telephone? |  |
| Defining the role | * Have the tasks and skills necessary for the position been considered? * Does the task description refer to working with and having responsibility for children/adults at risk? |  |
| Key selection criteria | Has a list of essential and desirable qualifications, skills and experience been developed? |  |
| Written application | * Have all applicants been asked to supply information in writing, including personal details, past and current work/volunteering experience? * Have application forms been developed? |  |
| Interview | * Have at least two representatives been identified to meet with the applicant to explore information contained in their application? * Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including: The applicant’s attitudes towards working with children/adults at risk   Areas you want to explore in more detail;  Gaps in employment history;  Vague statements of unsubstantiated qualifications;  Frequent changes of employment?  Potential questions to ask regarding safeguarding:   1. Why do you want to work with children/adults at risk? 2. What experience do you have working with children/adults at risk? 3. What is your approach to safeguarding/protection of children/adults at risk at work? 4. What do you think some of the challenges might be when working with children/adults at risk? 5. What is your attitude to safeguarding and child protection? 6. What would you do if you were concerned about a child/adults at risk’s behaviour? 7. How do you recognise a safeguarding issue? 8. What have you done in the past year to improve safeguarding in your workplace? 9. Are you aware of the legislation in your country with regard to safeguarding children and adults at risk? |  |
| Declaration | * Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children/adults at risk? * Has the successful applicant been asked to declare any past criminal convictions and cases pending against them? |  |
| **Identification** | * Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence? * Will documentation relating to the applicant’s identity and relevant qualifications be checked at the interview? |  |
| Qualifications | * Are applicants asked for documentation to confirm their qualifications? |  |
| Police Checks | * Does the position require the applicant to be police checked? * Has the applicant been informed that they may need to undergo police checked before they take up any appointment?  Does this applicant require a certificate of police clearance from other countries in which they have worked/volunteered? |  |
| Records | * Are details of the selection/induction process retained in the personnel file of the successful applicant? Are references kept on file as part of the record of the recruitment process? * Are personnel informed that information such as application and declaration forms are held on file? |  |
| Confidentiality | * Is information about the applicant only seen by those directly involved in the recruitment process? * Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully? |  |
| References | * Are applicants asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant’s experience of work/contact with children/adults at risk? * Are referees asked specifically to comment on the applicant’s suitability to work with children/adults at risk? * Are all references provided in writing and verified by a follow-up telephone call? |  |
| Suggested questions for referees | * The post involves substantial access to children/adults at risk. We are committed to the welfare and safeguarding of children/adults at risk. Have you any reason at all to be concerned about this applicant being in contact with children/adults at risk? * How long have you known this person? * In what capacity? * Would you have any hesitation in them taking up this position? |  |

**Checklist for Personnel File**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Activity** | **Considerations** | **Yes/No/ N/A** | **Signature & Date of person confirming** |
| 1 | Job Analysis  Hiring Authorisation Form | 1. Police Clearance/Vetting Risk Assessment 2. Level of access to vulnerable groups 3. Level of responsibility to implement Safeguarding and Complaints Follow-up |  |  |
| 2 | Job Advert | 1. Has a line on Safeguarding (and Code of Conduct) been included in the advert for the position |  |  |
| 3 | Job Description | 1. As a minimum has a line on safeguarding and code of conduct been included in the Job Description 2. Has the job description reflected responsibilities specific to safeguarding implementation 3. Is the level of contact with vulnerable people clearly defined |  |  |
| 4 | Interview – Questions | 1. Have questions (relevant to the role) on Safeguarding been included in order to establish the candidates understanding and attitudes to safeguarding |  |  |
| 5 | Interview – Closing | 1. Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these 2. Has the candidate been informed and confirmed their permission in relation to safeguarding as part of reference checks (i.e. suitability to work with vulnerable groups) 3. Where relevant has the candidate been reminded of Police clearance/vetting if applicable |  |  |
| 6 | References | 1. 2 references received (one of which to be from current or most recent employer) 2. Has the referees identify been confirmed (through organisation, organisation e-mail) 3. Has relevant questions on Safeguarding been included as part of reference checks |  |  |
| 7 | Checking Identity and other items | 1. Have you asked to see the successful candidates original photo ID (Passport or National ID) 2. Have you asked to see relevant certificates of qualifications |  |  |
| 8 | Police Clearance/Vetting | 1. Is police clearance required for this role? Has this been processed? |  |  |
| 9 | Signing Declaration Forms | 1. Received signed Self-Declaration Form |  |  |
| 10 | Signing Code of Conduct | 1. Received signed Code of Conduct |  |  |
| 11 | Training | 1. Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policy |  |  |

**Self-Declaration Form**

The information contained in this form will be kept securely by ……………….(Name of Parish/Project).   
The principle that the welfare of children and adults at risk must be the paramount consideration.

**Who should complete this form?**

…… ………….(Name of Parish/Project) ask that everyone, who will come into contact with children/adults at risk or the personal details of children/adults at risk, abide by good practice by completing and signing this declaration.

Do you have any prosecutions pending, or have you ever been convicted of a criminal offence or been the subject of a caution?

 Yes  No

If yes, please state below the nature and date(s) of the offence(s).

Date of offence

Nature of offence

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child/adult at risk?

 Yes  No

If yes, please provide details including date(s)

Full name (print)

Any previous surname

Address

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What role/position are you currently applying for?

**Declaration**

I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether voluntary or paid, without notice.   
I understand that the information will be kept securely by ……………… (Name of Parish/ Project).

I declare that the information I have provided is accurate.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_